

**Compensation and Benefits – Vacation****DED-R**

In accordance with Board Policy DED (Local), exempt employees scheduled to work 12 months during the year shall earn paid vacation time up to 10 days per year. Vacation shall be earned according to the table below based on the number of workdays the employee is scheduled to work for the duty year. This table will also be used to determine workdays of vacation earned if an employee starts works after the duty year begins or separates from employment before the duty year ends. The amount of leave earned for a short duty year is based on the number of days employed and not the number of days the employee was actually at work. A workday consists of the number of hours per day equivalent to the employee's usual assignment. [see DEC(Local)]. Employees who are regularly scheduled to work less than 15 hours per week shall not earn any vacation. Vacation shall accumulate to a maximum of 25 workdays [see DED (Local)] at the end of the duty year and shall not be prorated for those employees working less than a full schedule. If an employee has more than the maximum allowable vacation at the end of the duty year, the excess time shall be deducted from the vacation balance without pay to the employee. Vacation earned for the next duty shall be credited to the balance even though it may make the balance exceed the maximum allowable amount.

<u>Days Employed</u>	<u>Workdays Earned</u>
Under 22	None
22-32	0.5
33-43	1.0
44-54	1.5
55-65	2.0
66-76	2.5
77-87	3.0
88-98	3.5
99-109	4.0
110-120	4.5
121-131	5.0
132-142	5.5
143-153	6.0
154-164	6.5
165-175	7.0
176-186	7.5
187-197	8.0
198-208	8.5
209-219	9.0
220-230	9.5
231 & over	10.0